

Virginia Department of Education

Calendar of Reports for 2005-2006

By Contact Office

Due Date	Report Name	Contact Office	Contact Name	Contact Phone No.	Report Status	Web Site Link
20th of Each Month	Adult Basic Education, English Literacy, & Adult Secondary Programs Accountability Report	Adult Education & Literacy	Shannon Beasley	804-371-7852	Same	http://www.doe.virginia.gov/VDOE/Instruction/Adult/
August	GED Testing Center Report	Adult Education & Literacy	Robert MacGillivray	804-225-2075	Same	http://www.doe.virginia.gov/VDOE/Instruction/Adult/
August	Individual Student Alternative Education Plan Report	Adult Education & Literacy	Michael Nusbaum	804-225-2075	Same	http://www.doe.virginia.gov/VDOE/Instruction/Adult/
September	Annual School Report and Schedules Financial Section	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
September	Certifications for Certain State Funds	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
November	Private School Participation in Federal Programs	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
October	Foster Care Enrollment	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
October	Required Local Effort - Budgeted	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
September	Remedial Summer School Enrollment	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/suptsmemos/2005/adm044.html
October 3, 2005	Secondary Enrollment Demographics Fall Report (QF.040)	Career & Technical Ed	Blair Seaford	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
March 5, 2006	Secondary Enrollment Demographic Form Spring Report (QF.040)	Career & Technical Ed	Blair Seaford	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
May 1, 2006	Application for Federal Funding (CTEMS)	Career & Technical Ed	Bob Almond	804-225-2847	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/director.html
May 31, 2006	Career and Technical Education Completer Follow-up Survey	Career & Technical Ed	Blair Seaford	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
June 1, 2006	Vocational Education Requisition for State Equipment to Include Inventory of Equipment	Career & Technical Ed	Becky Marable	804-225-3349	Same	
June 5, 2006	Annual Wage & Hour Report	Career & Technical Ed	Jim Gray	804-225-2833	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/co-op/

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June 30, 2006	Career and Technical Education Adult Class Enrollment Report (CTERS 6) for Long Term Classes (QF.039A)	Career & Technical Ed	Blair Seaford	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
June 30, 2006	Completer Demographics Collection	Career & Technical Ed	Blair Seaford	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
June 30, 2006	Secondary Student Enrollment Report (CTERS 2)	Career & Technical Ed	Blair Seaford	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
Monthly	Vocational Education Requisition for Federal Perkins Funds	Career & Technical Ed	Becky Marable	804-225-3349	Same	
Quarterly	Career and Technical Education Adult Class Enrollment Report (CTERS 6) (QF.039A)	Career & Technical Ed	Blair Seaford	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
July	Authorized Signatures in Lieu of Division Superintendent	Educational Information Management - Data Administration	Janet Christopher	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/suptsmemos/2005/adm028.html
July	School Administration (School ID, Div. Supt., Designated Contacts, and Central Office Staff Updates)	Educational Information Management - Data Administration	Janet Christopher	804-225-2099	Revised	http://www.doe.virginia.gov/VDOE/Publications/ADMN/datacoll/coll.htm
April, 2006	Student Record Data Collection - Spring	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.pen.k12.va.us/VDOE/Publications/student-coll/04-05/coll.html
October	Student Record Data Collection - Fall	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.pen.k12.va.us/VDOE/Publications/student-coll/04-05/coll.html
September	Student Record Data Collection - End of Year (EOY)	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.pen.k12.va.us/VDOE/Publications/student-coll/04-05/coll.html
September 1, 2005	Ed Tech Grant	Educational Technology	Gloria Barber	804-225-4429	Same	http://www.doe.virginia.gov/VDOE/Technology/OET
May	Self-Assessments (Special Education and Career and Technical Education)	Federal Program Monitoring	Sandra E. Ruffin	804-225-2768	Same	http://www.pen.k12.va.us/VDOE/Accountability/fpmvamonitoringsystem.html
July 31 Annually	Annual Report - Programs for the Gifted	Instruction - Middle/High School	Barbara McGonagill	804-225-2884	Same	https://eb01.vak12ed.edu/ssws/com/vdoe/dataAdmin/jsp/LoginContainer.jsp
June	Wellness Related Fitness Report	Instruction - Sec Ed.	Vanessa Wigand	804-225-3300	Same	http://www.doe.virginia.gov/VDOE/Instruction/PE/
July	HB2672 - Notification Process Concerning Driver Education Teachers Who Receive Traffic Citations	Instruction - Sec. Ed.	Vanessa Wigand	804-225-3300	Same	

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June	Application for School Program Approval for Driver Education	Instruction - Sec. Ed.	Vanessa Wigand	804-225-3300	Revised	
June	Driver Education Status Questionnaire	Instruction - Sec. Ed.	Vanessa Wigand	804-225-3300	Revised	
August	Supts. Annual Report - Supplemental Schedules A & B	Instruction - Spec. Ed.	Jerry Mathews	804-225-2704	Same	
February & August	Reimbursement of Tuition for Eligible Handicapped Students Regional Special Education Programs-1st & 2nd Semesters	Instruction - Spec. Ed.	Sherry Hubbard	804-225-2339	Same	
December	Migrant Child Count Report	Program Administration and Accountability				
January	Migrant Education Service Provider Report to the Migrant and Seasonal Farmworker Board	Program Administration and Accountability				
January	Reading is Fundamental Program Reports	Program Administration and Accountability				
July	Charter School Evaluation Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
July	Title V Application (consolidated and individual)	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
June	Continuation Application for Regional Alternative Education Programs	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
June	English Language Proficiency Assessment Results	Program Administration and Accountability	Roberta Schlicher	804-786-1692	Same	
November 2005	Consolidated State Performance Report	Program Administration and Accountability			Same	
June	Regional Alternative Education Program Final Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
August	Certification of School Bus Insurance	Pupil Transportation	June Eanes	804-225-2037	Same	
August	Certification of Self Insurance	Pupil Transportation	June Eanes	804-225-2037	Same	
Monthly	Crash/Incident Report	Pupil Transportation	June Eanes	804-225-2037	Revised	
October	Pupil Transportation Report	Pupil Transportation	June Eanes	804-225-2037	Same	
March	Annual Request for Waivers for Pre-Labor Day Opening	School Improvement	Kathleen Smith	804-786-9421	Same	http://www.pen.k12.va.us/VDOE/suptsmemos/2005/adm001.html
March	Certification of Pre-Accreditation Eligibility (Accrediting Standards)	School Improvement	Kathleen Smith	804-786-9421	Same	http://www.pen.k12.va.us/VDOE/suptsmemos/2005/adm016.html
Spring	Annual Report on Compliance with Standards of Quality	School Improvement	Kathleen Smith	804-786-9421	Same	http://www.pen.k12.va.us/VDOE/suptsmemos/2005/adm013.html

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January 20	Report of Verification of Free/Reduced Meal Applications (Submitted on-line in the SNPweb system. Log in ID and Password Required)	School Nutrition	School Nutrition Programs Staff	804-225-2717	Same	
January 31	School Nutrition Programs Local Accountability Review for School Lunch and After School Snack (local)	School Nutrition	School Nutrition Programs Staff	804-225-2717	Same	
January 31	School Nutrition Programs Semi-Annual Financial Report for July-December (Submitted on-line in the SNPweb system. Log in ID and Password Required)	School Nutrition	School Nutrition Programs Staff	804-225-2717	Same	
July 1	School Nutrition Programs Annual Agreement (Submitted on-line in the SNPweb system. Log in ID and Password Required)	School Nutrition	School Nutrition Programs Staff	804-225-2717	Same	
July 31	School Nutrition Programs Annual Financial Report for July -June (Submitted on-line in the SNPweb system, Log in ID and Password Required)	School Nutrition	School Nutrition Programs Staff	804-225-2717	Same	
Monthly	Claims Reimbursement Request for School Lunch, School Breakfast and After School Snacks (Submitted on-line in the SNPweb system. Log in ID and Password Required)	School Nutrition	School Nutrition Programs Staff	804-225-2717	Same	
August	Transfer of Funds	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
December	Special Education Child Count	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
July	Special Education Exit Report	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
July 1, 2006	School Health Advisory Board Annual Report	Special Education and Student Services	Muriel Azria-Evans	804-225-4543	Revised	http://www.doe.virginia.gov/VDOE/studentrvcs/shab.shtml
October	Title IV: Safe & Drug-Free Schools & Communities Act Progress Report	Special Education and Student Services	Arlene Cundiff	804-225-2871	Same	